

**Gloucester Lyceum and Sawyer Free Library**  
**Board of Trustees**  
**Executive Committee**

**Thursday, July 9, 2020, 8:30 a.m.**

**Via ZOOM** <https://us02web.zoom.us/j/86153610183>

**Attendance:** Fran Aliberte, Anne-Marie Anderson, Fred Cowan, Joe Grella, Simon Paddock, Mern Sibley, and Library Director Jenny Benedict

**Not Present:** n/a

1. 8:30 Call to order. This meeting is being recorded.
2. Welcome and introductions. Anne-Marie called the roll. Committee members gave a brief introduction of their roles for Jenny.
3. Approval of the Minutes for June 11, 2020 Fred moved to approve the minutes as presented. Fran seconded and the minutes were approved via roll call.
4. Updates
  - a. Library re-opening progress - Jenny
    - i. Services: Jenny gave a brief overview of how curbside pick-up is working; it's been very popular.
    - ii. Renovations: staff are clearing the Children's Library in preparation for renovations.
    - iii. Re-opening Details:
      1. We need a Safety Plan and a Public Service Plan. Jenny will work on a Safety Plan with staff feedback. She will have the City's Public Health Director review the plan and will file a checklist with the State. From there the Public Service Plan can be drawn up.
        - a. Jenny requested the Building & Grounds Committee (B&G) have plexiglass barriers installed at service desks.
      2. Fred will review the Environmental Health & Engineering (EH&E) survey with Jenny. Jenny will attend next week's B&G meeting.
      3. Jenny will work with Tracy Davis to publicize the Public Service Plan. We will also post information on the SFL website and on social media.
  - b. City of Gloucester insurance plan – Fran  
Fran is working with Carroll Steele Insurance to raise our liability coverage to \$2,000,000. He's reached out to the City for details about coverage for the building.

5. Foundation case statement and naming opportunities – Simon  
The Foundation Board is drafting a fundraising case statement that will include naming opportunities. Simon will share the draft with SFL Trustees.
6. Review of latest edition of Accounting Policies and Procedures Manual (section IIIB only) – Mern
  - a. Section IIIB is a new section of the Manual that provides language for approving expenses over \$5,000 that are outside budgeted expenses. In order to provide background on a subject when requests are made for large expenses Anne-Marie will pull together recent minutes from each committee to include in monthly Board packets.
  - b. Fred raised a concern about emergencies related to the building. The group agreed to add language stating that in the event there is a building-related expense over \$5,000 that requires immediate attention we will waive this until the next Board meeting.
  - c. Simon moved to approve Section IIIB as amended. Fran seconded. The motion was approved via roll call.
  - d. Joe will provide a monthly detailed committee P&L report to committee Chairs.
7. Library fountain – past, current, and future maintenance -Fred
  - a. Past: Fred provided information on past repairs, etc. while Joe shared a list of past expenses.
  - b. Current: The current pump, housed in the fountain basin, is constantly becoming clogged and in need of maintenance.
  - c. Future: Fred is proposing installing a new low-maintenance pump that is housed outside of the fountain at a cost of ~\$5,000.
  - d. Simon moved to approve the \$5,000 as recommended by B&G and Fred seconded. Discussion: The group agreed that if this plan doesn't work there will not be more repairs until after the new building is complete. With that amendment the motion was approved via roll call.
8. Reports
  - a. Treasurer – Joe
    - i. Bookkeeper Mary-Kathryn Gray is resigning at the end of the month. Joe is interviewing people for the bookkeeping duties, but M-K had taken on many more duties in addition to bookkeeping and we will likely need to hire someone else for the other duties which will include maintaining the Corporators' mailing list.
    - ii. Bill approval: Joe requests that people approving an invoice indicate which committee has incurred the expense.
    - iii. Signers: With new officers check signers will change.
  - b. Sawyer Library Foundation
    - i. Joe has a check ready for the Foundation. It needs a second signature; Simon will go in to sign it.
    - ii. Joe has resigned as Foundation Treasurer but remains on the Foundation Board as a voting member.

9. Next meeting August 13, 2020, 8:30 am

10. 10:00 Adjourn. There being no further business the meeting was adjourned

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Simon moved to approve Section IIIB of the Accounting Policies and Procedures Manual as amended. Fran seconded. The motion was approved via roll call.

Simon moved to approve the \$5,000 as recommended by B&G for a new pump for the fountain. Fred seconded. The motion was amended that, if this pump fails to solve the problem, no more repairs will be done until after the new building is complete. With that amendment the motion was approved via roll call.

### **Actions Summary**

Safety Plan and a Public Service Plan:

- Jenny will work on a Safety Plan with staff feedback. She will have the City's Public Health Director review the plan and will file a checklist with the State before putting the plan in to action. From there the Public Service Plan can be drawn up.
- The Building & Grounds Committee (B&G) will have plexiglass barriers installed at service desks.
- Fred will review the Environmental Health & Engineering (EH&E) survey with Jenny.
- Jenny will attend next week's B&G meeting.
- Jenny will work with Tracy Davis to publicize the Public Service Plan. We will also post information on the SFL website and on social media.

Simon will share the Foundation's fundraising case statement with SFL Trustees.

Anne-Marie will pull together recent minutes from each committee to include in monthly Board packets.

Joe will provide a monthly detailed committee P&L report to committee Chairs.

Simon will serve as second signer on a check Joe had prepared for the Foundation.